

# Retention and Classification Report

**Agency:** State Building Board (75)

4110 State Office Building  
450 North State Street  
Salt Lake City, UT 84114  
801-538-3018

**Records Officer** Cee Cee Niederhauser

01677	Annual reports
11258	Audit reports
05832	Capitol office blue prints
80371	Capitol projects budget requests
14080	Contractors new PA's, OC manuals and general file
01976	Five-year building program reports
00794	Publications
01679	Space utilization reports

**AGENCY:** State Building Board

**SERIES:** 1677

3

**TITLE:** Annual reports

**DATES:** 1929-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to chairmen, planning and research, facilities management, construction management, and legislative appropriations.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these annual reports in documenting the programs of the Building Board.

**AGENCY:** State Building Board

**SERIES:** 1677

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 11258

3

**TITLE:** Audit reports

**DATES:** 1959-1963

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of the state auditor's reports.

**RETENTION:**

Retain administrative need.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/10/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** State Building Board

**SERIES:** 11258

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Building Board

**SERIES:** 5832

3

**TITLE:** Capitol office blue prints

**DATES:** 1931-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Aperture cards contain the following: restoration of Salt Lake Pioneer Council Hall, State Office Building plaza and indoor changes to office space, Agricultural Department building (now Archives building), and Capitol building office space. Hard copy includes 1931 first floor plan for the capitol building prepared by the road commission for the building board. Additional undated prints (early 1960s?) give capitol building space diagrams for all floors.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Aperture cards: Retain in State Archives permanently with authority to weed.

Architectural drawings: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the historical value of construction blue prints and the documentation they provide concerning state programs.

**AGENCY:** State Building Board

**SERIES:** 5832

**TITLE:** Capitol office blue prints

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Building Board

**SERIES:** 80371

3

**TITLE:** Capitol projects budget requests

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These are construction request sent to DFCM that reveal the budgetary impact of all planned construction. This request is reviewed and modified if needed and then sent to the legislature as part of the state annual appropriation requests.

INCLUDES development request summary, improvement request summary, statewide funds request, development recommendations summary, improvement recommendations summary, project budgetary summary, project request detail and narrative, project request justification, on-site construction budget detail, off-site construction budget detail, and moveable equipment budget detail.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after current year ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.



**AGENCY:** State Building Board

**SERIES:** 80371

**TITLE:** Capitol projects budget requests

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

These records have evidential and detail value to the State.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Building Board

**SERIES:** 14080

1

**TITLE:** Contractors new PA's, OC manuals and general file

**DATES:** undated

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** State Building Board

**SERIES:** 1976

3

**TITLE:** Five-year building program reports

**DATES:** 1959-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contain building program reports with information pertaining to capital facilities priorities, five year construction and fiscal plan, statewide contingency plan, report of planning contracts awarded, capital improvements and statewide fund requests, and statewide lease reports. This report was formerly titled "Ten-Year Building Program Reports" and also included "Space Utilization Reports."

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Building Board

**SERIES:** 1976

**TITLE:** Five-year building program reports

(continued)

**APPRAISAL:**

Historical

Disposition based on the historical value of program specific reports and the documentation of program achievements, policies, procedures, and agency functions.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 794

3

**TITLE:** Publications

**DATES:** 1956-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Building Board. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 01/24/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Building Board

**SERIES:** 794

**TITLE:** Publications

(continued)

**APPRAISAL:**

Historical

Publications document the history of an agency and serve to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 1679

3

**TITLE:** Space utilization reports

**DATES:** 1962-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains space utilization reports with information pertaining to legislative authority, statistics, economics, analyses and recommendations.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 05/18/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Building Board

**SERIES:** 1679

**TITLE:** Space utilization reports

(continued)

**APPRAISAL:**

Historical

Disposition based on the historical and informational value of these records as they document properties owned and operated by the state.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.